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# **PROGRAM— TRIP AND TRAVEL**



## **Section PT**

# **STANDARDS FOR CAMP ACCREDITATION**

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Many camps provide trip or travel opportunities for their campers, either as extensions of their day or resident camp programs or as stand-alone trip/travel programs. Small groups travel for three nights or more (many times in a wilderness setting) and rely on the leadership of only a few staff. Trip/travel groups do not have the stable, familiar resources of the camp community available to them. As a result, different procedures, training, expertise, and plans are necessary to help assure groups have rewarding, safe experiences in a wide variety of environments.

## APPLICABILITY

The Trip and Travel standards apply to any program conducted or sponsored by the camp in which a group moves from one site to another for *THREE NIGHTS OR MORE*. In backcountry and wilderness tripping, individuals move under their own power or by individually guided vehicle or animal (e.g., bicycle, horse, canoe). In travel camping, a group uses motorized transportation (e.g., van, bus, car, plane) to move from one site to another for experiences in different environments.

Because trip and travel participants stay overnight for multiple nights, trip and travel programs are considered specialty resident camp programs. Camps that offer trips must meet resident camp requirements for the trip/travel programs and participants.

Typically, three types of camps score the Trip and Travel standards:

- Exclusive trip/travel camps, whose singular specialty is trip/travel camping. Often these programs have no permanent base site and do not score the Site and Food Service standards.
- Resident camps that offer trips of three nights or more as one of their program options.
- Day camps that offer trips of three nights or more as a special program option, often for experienced or older campers.

Most trip/travel activities involve transportation and contact with the public. Requirements of applicable standards in the Transportation and Operational Management sections apply to trips, and should be considered by directors when planning such activities.

If, while tripping, traveling, or touring, campers also participate in specialized program activities, such as horseback riding, rock climbing, bicycling, etc., the appropriate sections of the standards are also applicable and scored. Aquatic activities, on the other hand, on trips of three nights or more, are scored in the Trip and Travel section, rather than in the Aquatics section. Overnight and short trip activities of two nights or less (whether on or off camp property) are scored on the Program Design and Activities standards. It should be noted that the requirements for certified *EMERGENCY AND FIRST AID PERSONNEL* on trips are specified in the Health and Wellness section of the standards.

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## Foundational Practices

Standards that were initially examples of best practices in the industry have become so accepted that they are considered foundational practices. Some have also been adopted as regulations and laws by local, state, and national bodies. These practices continue to be important to the delivery of a positive camp experience. It is assumed that they are in practice as applicable in every camp. The annual review of these foundational practices is scored in Standard OM-1.

Foundational practices related to trip/travel experiences include:

- Permits and fees
- Water bottles



# PT-1 TRIP ORIENTATION

## MANDATORY (PT-1B)

Are all campers and staff required to participate in a pre-trip orientation that includes at least:		
PT-1A:	General information on: <ul style="list-style-type: none"><li>• Safety regulations and emergency procedures for each activity conducted,</li><li>• First-aid procedures,</li><li>• Health and sanitation practices,</li><li>• Practices to protect the environment,</li><li>• Areas that are off limits, and</li><li>• Rendezvous times and places?</li></ul>	YES NO
PT-1B:	Specific information and training on how and where to obtain medical and emergency assistance on the trip?	YES NO

**INTERPRETATION:** “Pre-trip” orientation refers to an orientation conducted before leaving the base site or location or, for camps with no base camp, during the first meeting of the group on the trip.

The training for Standard PT-1B could include communication plans, pre-planned contact points, what to do if separated from the group, identification of types of emergency assistance available in the trip area, and methods for obtaining assistance. The exact locations of assistance may be communicated in various forms, including maps which are marked with locations, addresses and phone numbers of known emergency medical facilities, the phone number of the base camp or program office, and locations where phone or other emergency access is possible.

**COMPLIANCE DEMONSTRATION:** Director/staff description of orientation, information, and training provided.

- Applies to:**
- Day camps
  - Resident camps

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## PT-2 AQUATIC SUPERVISOR QUALIFICATIONS **MANDATORY (ALL)**

Does the camp have written evidence that all aquatic activities on trips are guarded and supervised by a staff member who has documented skills and training in water rescue and emergency procedures specific to the location and the activity, and

- For watercraft activities, has:
  - ✓ Instructor rating in the appropriate craft, or
  - ✓ Certification as a lifeguard from a nationally recognized certifying body, or
  - ✓ Other acceptable certification or license; and
- For swimming activities, has:
  - ✓ Certification as a lifeguard from a nationally recognized certifying body, or
  - ✓ Acceptable certification other than lifeguard, as in the section on watercraft activities, and the participants are wearing PFDs?

YES NO

**Does not apply if aquatic activities never occur during trip/travel programs.**

**Applies to:**

- **Day camps**
- **Resident camps**

**INTERPRETATION:** “Staff member,” for the purpose of this standard, refers to a camp staff member or a staff person of the outfitter or aquatic organization/facility who is providing the instruction or supervision of the activity. If persons other than camp staff are on duty at the activity, the camp must have assurances that the qualifications required by this standard are met. Such assurances may be in the contract for services, in a letter from the facility manager, in the advertised personnel requirements for guard or guide positions, or from local laws or regulations.

Documented skills must specifically address water-rescue skills appropriate for the activity, the craft, and the type of aquatic area in use (e.g., white-water rafting, deep-lake canoeing, open-water sailing). Because most lifeguard training courses are pool-based, camps must be certain staff also have appropriate boating training and rescue skills. Certification courses listed may or may not include rescue and emergency training specific to the craft and location. Therefore, camps may need to provide or arrange for additional training to meet the requirements of the standard.

“Other acceptable certification or license” means recognized by an ACA-approved certifying body as appropriate for the specific aquatic activity or area. The ACA website, [www.acacamps.org](http://www.acacamps.org), should be consulted for information on certifying bodies.



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With regard to the section on swimming activities, the expectation of all national aquatic organizations is that all swimming activities must be guarded by a trained lifeguard. If a certified lifeguard is not available on the trip, participants must wear PFDs to swim. If PFDs are not available (i.e., nonboating trip), swimming can occur only if a certified lifeguard is present.

**COMPLIANCE DEMONSTRATION:** Visitor observation of certification card(s) or licenses and documentation of skills; written evidence of policy for public facilities or service provider; director/staff description of policy's implementation.

**WRITTEN DOCUMENTATION IS REQUIRED**



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## PT-3 TRIP LEADER QUALIFICATIONS

Does the camp require that each trip and travel group be led by a staff person who:

PT-3A: Possesses documented:

- Skills relevant to the trip or travel activities,
- Endorsements or observations of good judgment and ability to assume leadership independently,
- Experience or training in appropriately handling camper behavior, and
- Experience on trips of similar size, duration, locale, mode of travel, and program focus?

YES NO

PT-3B: Is at least 21 years of age?

YES NO

**Applies to:**

- **Day camps**
- **Resident camps**

**INTERPRETATION:** The intent of this standard is that one designated leader on each trip must meet both the skill/experience requirements and the age requirement. "Documented" evidence of qualifications may include evaluations of the staff member from previous trips, letters of reference referring to the requirements of the standard, evaluations from those individuals who trained the staff member, or staff performance reviews from previous summers.

**COMPLIANCE DEMONSTRATION:** Director/staff explanation of leader qualifications; visitor observation of documentation of skills and experience.

### WRITTEN DOCUMENTATION IS REQUIRED





## PT-4 SUPERVISION RATIOS

Does the camp require that each trip and travel group be accompanied by:

- At least one staff member, in addition to the leader, *or* if a group has a total of six or fewer participants who are all at least 14 years of age and have been selected and prepared to share leadership responsibilities and meet emergency situations, a minimum of one qualified trip and travel leader, and
- Sufficient staff to meet or exceed camper/staff ratios that have been established in writing?

YES NO

**INTERPRETATION:** A "qualified" trip/travel leader is one who meets the qualifications of Standard PT-3. Refer also to Standard HW-1 that specifies requirements for certified first-aid personnel on trips.

"Camper/staff ratios" should be no less than the minimums identified in Standard HR-9, and should be based on the activity, the area the trip involves, and the characteristics and skills of the participants.

**COMPLIANCE DEMONSTRATION:** Director/staff description of trip staffing procedures; visitor observation of written ratios.

### WRITTEN DOCUMENTATION IS REQUIRED

**Applies to:**

- Day camps
- Resident camps



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## PT-5 TRIP STAFF TRAINING

Does the camp have written evidence that trip/travel staff have been provided training, specific to the geography, climate, activities, and participants, to:

- Assess safety concerns and potential hazards of the activities,
  - Enforce safety regulations and provide necessary instruction, and
  - Handle potential emergency situations?
- YES NO

### Applies to:

- Day camps
- Resident camps

**INTERPRETATION:** "Training" may come from experience in leading similar programs, sessions conducted during staff orientation, and leadership development programs designed to train or certify trip/travel leaders.

**COMPLIANCE DEMONSTRATION:** Director/staff description of training provided; visitor observation of documentation of training.

### WRITTEN DOCUMENTATION IS REQUIRED



## PT-6 EVALUATIONS OF TRIP LEADERS

Does the camp have a system for evaluating trip and travel leaders that documents that they:

- Enforce established safety regulations,
- Provide appropriate instruction,
- Identify and manage environmental and other hazards related to the activity, and
- Apply appropriate emergency and rescue procedures related to the activity and the participants?

YES NO

**INTERPRETATION:** The key to a camp's effectiveness is its staff. A key to staff effectiveness is appropriate training, followed by supervision, reinforcement, coaching, correcting, and instruction, as needed. The intent of this standard is that supervisors compile or gather evaluative feedback on the performance of trip and travel leaders on a regular basis. Supervisors of trip and travel activity leaders may have different titles, such as trip director or tripping specialist. On the other hand, responsibility for trip and travel supervision may be assigned to a program director or camp director who has appropriate qualifications. The supervising person has the responsibility to train and oversee individual trip/travel leaders or assistants.

Because supervisors often cannot observe leaders on the actual trip, evaluations may include such items as observation of staff/camper interactions during pre-trip and post-trip activities, feedback from other staff, self-evaluation forms, and evaluations or feedback from participants. Written evidence of evaluation may include checklists or forms, copies of performance evaluations, or notes taken by supervisors.

This standard differs from Standard HR-20 in that this standard deals specifically with the evaluation of and documentation of the evaluation of staff members who are leading program activities with participants. Standard HR-20 deals with general supervision of camper/staff interaction and does not require documentation.

With regard to this standard, "established safety regulations" may include general camp safety regulations developed in Standard OM-8 and/or those regulations established for the specific trip and travel activity or areas. "Appropriate instruction" refers to instruction that is tailored to the age, ability level, and special needs of the participants. In this instance, "environmental hazards" generally include those factors that pose a degree of health or safety risk to the participants related to weather, terrain, public environments, or other natural conditions such as animals, poisonous plants, etc. Finally, staff should rehearse "rescue procedures" when trip/travel activities may require specific technical rescue procedures or equipment.

**Applies to:**

- Day camps
- Resident camps



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**COMPLIANCE DEMONSTRATION:** Visitor observation of written documentation; director/staff explanation of implementation of evaluation system.

**WRITTEN DOCUMENTATION IS REQUIRED**



## PT-7 TRIP REQUIREMENTS

For each type of trip/travel program, do written procedures specify:

PT-7A: Eligibility requirements for participation? YES NO

PT-7B: A process to inform campers and their parents of the following, as appropriate:

- The availability and accessibility of emergency assistance,
- The nature of specific activities to be engaged in, and their risks, and
- The degree of difficulty or physical challenge required by the activities, and the camper's responsibility for maintaining a level of fitness necessary to participate in the activity?

YES NO

PT-7C: Procedures to follow if a participant cannot continue with the trip/travel program? YES NO

**INTERPRETATION:** "Eligibility requirements" must be established for each type of trip and location, and should take into account age, experience, and type of participants, as well as the length of trip, location, and skill level required. "Types of trips" include backcountry trips, tours to public attractions, contracted trips on rivers or oceans or in state or national parks, and urban trips and tours. Requirements and risks will vary and should be specified for each.

**Applies to:**

- Day camps
- Resident camps

With regard to Standard PT-7B, "availability and accessibility of emergency assistance" includes distance and time from assistance, as well as available methods for communicating the need for emergency assistance, such as radios, cell phones, and locators. Furthermore, the information provided to the campers and their parents should include such things as activities (e.g., rock climbing, white-water rafting, tent camping) included on the trip, the risks known to be associated with those activities (e.g., falling, bad weather), and general precautions the camp will take in conducting the activities. Camps should also provide information about the trip itinerary, mode of transportation to be used, etc. Finally, the third part of Standard PT-7B addresses the fact that camps should fully explain the activities so that campers and parents know the nature and demands of the activity and understand the expectation that campers will not put themselves purposely at risk by not following safety rules, avoiding food or sleep, taking drugs that are not prescribed for them, etc.

In Standard PT-7C, the procedures for a camper who "cannot continue" may include addressing situations such as illness, injury, family emergency, or behavioral problems.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written procedures; director/staff explanation of process used to inform campers and parents.

### WRITTEN DOCUMENTATION IS REQUIRED



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# PT-8 TRIP PROCEDURES

Has the camp established written operating procedures for each type of trip/travel program that include at least:	
<ul style="list-style-type: none"><li>• Safety regulations,</li><li>• Provision of appropriate protective or rescue equipment,</li><li>• Training for participants to prepare for foreseeable risks, such as heat or cold-related emergencies and other natural hazards,</li><li>• Conditioning, warm-up, and activity-sequence procedures where appropriate, and</li><li>• Emergency and rescue procedures?</li></ul>	
	YES NO

- Applies to:**
- **Day camps**
  - **Resident camps**

**INTERPRETATION:** Operating procedures must be established for each type of trip and location. Examples include backcountry trips, tours to public attractions, contracted trips on rivers or oceans or in state or national parks, and urban trips and tours. Regulations, equipment, and training will vary and should be specified for each.

“Protective or rescue equipment” includes such items as first-aid and emergency-response supplies, signaling devices, communication devices, helmets, rescue ropes, and survival supplies, as appropriate, for the trip or tour activities. “Conditioning, warm-up, and activity sequencing” should be based upon the skills needed to partake in the trip (e.g., skills for extended white-water paddling or high-altitude backpacking). “Heat or cold-related emergencies” include sunburn, sunstroke, dehydration, frostbite, hypothermia, snow blindness, etc. “Natural hazards” may include dangerous plants, animals, or terrain.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written procedures.

**WRITTEN DOCUMENTATION IS REQUIRED**

## PT-9 PRE-TRIP HEALTH SCREENING

Does the camp require health screening (as in Standards HW-8 and HW-9) of each camper and staff member within 18 hours prior to departure for the trip, and are staff advised of any medications to be administered, allergies, or other concerns or restrictions? YES NO

**INTERPRETATION:** The purpose of screening is to identify any observable evidence of illness, injury, or communicable disease that could affect trip participation, to review health histories, to identify any personal medications that must be included in the trip health supplies, and to review the handling of current health concerns.

Where the camp is solely a trip or travel camp and campers are screened upon arrival (Standard HW-9), the camp is in compliance with pre-trip screening *IF* counselors or trip and travel staff are continuously observing campers to identify observable evidence of illness or physical conditions that could affect trip participation.

**COMPLIANCE DEMONSTRATION:** Director/staff description of process/procedure.

**Does not apply to nonmedical religious camps.**

**Applies to:**

- Day camps
- Resident camps

## PT-10 TRIP DOCUMENTATION AND EMERGENCY

Do procedures require that the trip/travel leader carry:

PT-10A: Emergency information for each member of the group, including:

- Copies of health forms, and
- Signed permission from parents or guardians of each minor to seek medical treatment or a signed religious waiver?

YES NO

PT-10B: Documents that fully identify the group, its leadership, insurance coverage, and home base or contact? YES NO

**INTERPRETATION:** The *ACA Accreditation Standards Resource CD-ROM* should be consulted for information on religious waivers.

**COMPLIANCE DEMONSTRATION:** Director/staff description of procedures; visitor observation of sample documents.

**Applies to:**

- Day camps
- Resident camps

**WRITTEN DOCUMENTATION IS REQUIRED**

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## PT-11 TRIP ITINERARY

Does the camp have procedures requiring that a written itinerary be filed with the base camp or home office, or in the absence of a base camp, with a responsible individual, and with jurisdictional authorities when required?

YES NO

### Applies to:

- Day camps
- Resident camps

**INTERPRETATION:** Camp officials and, on occasion, local authorities may need to contact a group with weather warnings or other emergency information. Emergency services personnel require information on routes if a group does not report in. In addition, itinerary details may be necessary should parents need to contact a participant in an emergency.

**COMPLIANCE DEMONSTRATION:** Director/staff description of procedures; visitor observation of written itinerary.

### WRITTEN DOCUMENTATION IS REQUIRED



## PT-12 EQUIPMENT MAINTENANCE INFORMATION

Does the camp implement written procedures specifying safety checks, maintenance, and replacement of equipment utilized on trips? YES NO

**INTERPRETATION:** This standard applies to all equipment utilized on trips, supplied by the camp or by participants. Equipment includes items such as watercraft, paddles, axes, tents, stoves, backpacks, saddles, PFDs, etc. Procedures should require equipment checks prior to and during the trip and procedures for replacement or repair, if necessary.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written procedures; director/staff description of equipment checks and maintenance.

### WRITTEN DOCUMENTATION IS REQUIRED

**Does not apply for travel programs that do not involve specialized equipment.**

**Applies to:**

- Day camps
- Resident camps

## PT-13 TRAVEL CAMP PROCEDURES

Does the camp have written transportation procedures for travel camping that specify:

- Emergency procedures, including plans for alternate drivers, communications, and alternate routes,
  - Provision for non-travel days for long trips, and
  - If drivers are provided by the camp, guidelines for acceptable travel times and conditions, length of travel day, appropriate rest stops, and use of relief drivers?
- YES NO

**INTERPRETATION:** The requirements of this standard are in addition to those in the section on Transportation standards. Groups should have a minimum of one relief driver for every two vehicles.

**COMPLIANCE DEMONSTRATION:** Observation of written procedures.

### WRITTEN DOCUMENTATION IS REQUIRED

**Does not apply if trips do not require drivers.**

**Applies to:**

- Day camps
- Resident camps

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## PT-14 CAMPER SUPERVISION WITH PUBLIC PROVIDERS

Does the camp require staff accompanying campers to activities with public providers be trained on written procedures that specify their supervisory roles and responsibilities? YES NO

**Does not apply if the camp never uses public providers for activities on travel programs.**

**Applies to:**

- Day camps
- Resident camps

**INTERPRETATION:** When campers are engaged in activities with public providers who provide instructors and equipment, the camp staff must know their roles concerning supervisory responsibility. Written procedures need to clarify responsibilities for such factors as location of staff, camper behavior management, communication, and health-related matters. Responsibilities of camp staff will vary, depending on the location, type of activity, clientele, and staff provided by the facility or contracted service.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written camp procedures; director/staff explanation of training and supervision practices.

### **WRITTEN DOCUMENTATION IS REQUIRED**





## AQUATIC ACTIVITIES ON TRIP/TRAVEL PROGRAMS

Applies to swimming, canoeing, kayaking, sailing, tubing, rafting, snorkeling, and all other aquatic activities on trips conducted by camp staff *AND* those occurring at staffed public facilities or contracted service providers. If aquatic activities *NEVER* occur on trip/travel programs, Standards PT-17 through PT-18 *DO NOT APPLY*.

change to be PT -  
15 through PT -19  
Do not apply.



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## PT-15 AQUATIC SUPERVISION RATIOS

Does the camp implement written procedures and lifeguard/participant ratios that have been developed according to the type of activity, the area, and the characteristics of the participants? YES NO

### Applies to:

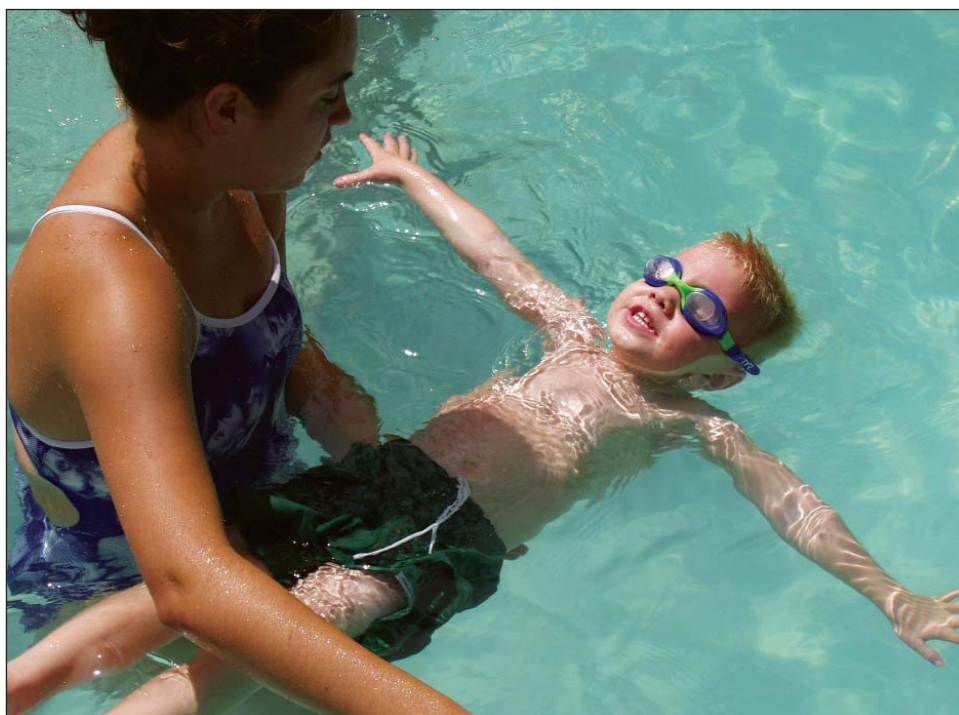
- Day camps
- Resident camps

**INTERPRETATION:** Procedures should address concerns specific to the aquatic areas used. These factors may include suggested locations of guards/staff, required use of PFDs, behavior guidelines in public facilities, and safety regulations and emergency procedures specific to the type of activity. These written procedures may be included in the requirements of Standard PT-8.

Camper-to-supervisory staff ratios should be established according to recommendations of authoritative sources for specific areas and activities. For example, camps may require extra supervision by camp staff in wave pools or water slides. "Characteristics of the participants" includes not only skill level and experience in the specific aquatic activity, but also the age and maturity of participants. If using a public facility or contracted service, procedures and ratios may be a combination of those established by the facility or service and those specified by the camp.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written procedures and ratios; director/staff description of procedures being followed.

### WRITTEN DOCUMENTATION IS REQUIRED



## PT-16 AQUATIC PROCEDURES

Does the camp implement procedures for use of pools or natural bodies of water on trips that require:

PT-16A: The following conditions be met:

- Campers and staff are oriented to rules and boundaries,
- Trained staff who are able to assess water and weather conditions in order to identify hazards and determine appropriate activities,
- Facility and equipment that appear to be in good repair?

YES NO

PT-16B: Rescue equipment be readily available and in good repair?

YES NO

**INTERPRETATION:** Camp staff may be responsible for instructing or guarding aquatic activities at beaches, lakes, and rivers; or public facility personnel may be in charge of guarding or instructing aquatic activities, with camp staff responsible only for general camper supervision. Rules, boundaries, schedules, responsibilities, communication, etc., should be reviewed with all persons prior to participation.

Trained staff may be from the camp or from the public facility or contracted service. Trained personnel must evaluate possible hazards in bodies of water and limit access and activities, as appropriate. Such hazards include waves, rip tides, rapids, currents, lightning, and winds. When appropriate, campers should be trained to identify hazardous conditions and to implement necessary actions.

"Facility and equipment" includes items such as docks, ladders, secured rafts, diving boards, watercraft, PFDs, etc. A system for safety checks and regular maintenance should be in place for camp equipment.

In Standard PT-16B, "rescue equipment" includes items such as backboards, rescue tubes, reaching devices, or designated rescue crafts, as appropriate to the activity. Reaching or throwing devices should be appropriate to the activity, even on trips that are not oriented to water activities. Rescue equipment for travel in rapids or other moving water should include, at minimum, a throw rope or bag in each boat.

**COMPLIANCE DEMONSTRATION:** Director/staff description of areas and procedures in use; visitor observation of aquatic areas when possible.

**Applies to:**

- Day camps
- Resident camps



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## PT-17 CAMPER SUPERVISION AT AQUATIC ACTIVITIES AND AREAS

Are staff who are accompanying campers to aquatic facilities or areas trained on written procedures that specify their supervisory roles and responsibilities? YES NO

### Applies to:

- Day camps
- Resident camps

**INTERPRETATION:** Camp staff roles for supervision of campers in aquatic activities need to clarify responsibilities for such factors as location, behavior management, and communication, depending on the type of trip, clientele, and type of activity. Camps using staffed public facilities or contracted services should clarify specific staff responsibilities to avoid conflict with the role or responsibilities of certified aquatics personnel of the facility or service.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written camp procedures; director/staff explanation of training and supervision practices.

### WRITTEN DOCUMENTATION IS REQUIRED



# PT-18 PERSONAL FLOTATION DEVICES (PFDs) MANDATORY IN WATERCRAFT ACTIVITIES (ALL)

Does the camp implement a policy that personal flotation devices (PFDs) that are safe for use be worn by all persons in watercraft activities?  
YES NO

**INTERPRETATION:** The standard applies to all participants in watercraft activities and to staff driving boats of any kind up to 26 feet in length. This standard DOES NOT APPLY to staff lifeguarding from a watercraft.

PFDs are to be worn by campers and staff in all types of small craft, such as canoes, kayaks, rowboats, sail boats, sailboards, ski boats, water skiing, etc. PFDs must be appropriate for the type of water and the activity.

“Safe for use” means that PFDs are: Coast Guard approved; of proper type, size, and fit for each user; sufficiently buoyant to support designated weight; and in serviceable condition (clasps, zippers, etc., are in working condition).

PFDs must be worn on all watercraft under 26 feet in length. For crafts over 26 feet in length, regulations that are applicable, as determined by regulating organizations governing the body of water in use, should be followed. Local regulations may also mandate use of PFDs for certain types of watercraft or by individuals of certain ages. When user groups provide their own aquatics personnel, they must be advised of camp policies on the use of PFDs.

One exception to this standard exists. Because PFDs interfere with correct technique of crew-shell rowing, competitive crew shells are exempt from this standard if the following conditions are met: a motorized safety craft carrying enough PFDs for all participants is within close proximity to the shell at all times; and if a nonswimmer is aboard a crew shell, he or she must wear a PFD.

The *ACA Accreditation Standards Resource CD-ROM* website links should be consulted for additional information on PFDs.

**COMPLIANCE DEMONSTRATION:** Visitor observation of PFD use in randomly selected watercraft activities; director/staff description of procedures and their implementation.

**Does not apply  
for travel programs  
in which watercraft  
activities never occur.**

- Applies to:**
- Day camps
  - Resident camps



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## PT-19 WATERCRAFT TRAINING

Does the camp require that persons using watercraft be provided the following craft-specific training prior to use:

- Handling, trimming, loading, and movement on the craft,
- The use of PFDs, and
- Self-rescue in case of capsize or swamping situations?      YES   NO

**Does not apply if  
watercraft are not used.**

**Applies to:**

- Day camps
- Resident camps

**INTERPRETATION:** Training in the use of PFDs may include floating in PFDs to test fit and acquaint participants with buoyancy, if the participants' physical condition and water conditions permit. Self-rescue may include an actual "tip test" when conditions permit.

**COMPLIANCE DEMONSTRATION:** Director/staff description of procedures and training.



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## Glossary of Terms Used Within the ACA Standards

**Administrative personnel:** Camp staff with supervisory and administrative responsibilities; may include positions such as camp director, assistant director, business manager, food-service director, health supervisor, or heads of program departments.

**Adult:** Any person 18 or older.

**Adventure/challenge activities:** Activities requiring spotting and/or belays including ropes-course activities, spelunking, climbing, rappelling, initiative activities, and similar activities. Examples also include activities at climbing walls, rappelling towers or sites, zip lines, caves, and challenge courses.

**Aquatic activity:** Any activity, whether recreational or instructional, occurring in, on, or near water.

**Aquatic area:** The physical site of a specific aquatic activity. The aquatic area for swimming may be a pool, a lake, the oceanfront, or other body of water. On a lake, there may be several aquatic areas such as one for swimming, another for boating, and another for waterskiing.

**Arrival and departure:** Refers to what occurs on camp property as campers come to or leave the camp premises.

**Associate visitor:** A member of the American Camp Association who has completed at least 21 hours of training in order to assume responsibilities as a visitor conducting camp accreditation visits. This individual shares the responsibility of a visit with a lead visitor.

**Authoritative sources:** Published standards, guidelines, or other instructional materials from nationally recognized organizations or experts in a particular activity.

**Automated external defibrillator (AED):** A portable device that checks a person's heart rhythm, determines if that rhythm is irregular, and, if so, gives the heart an electric shock to restore it to a natural state.

**Belayer:** In climbing, belaying is a safeguarding technique used to limit possible falls of a climber. This task is usually assigned to a belayer, who passes the rope through a belay device, which increases friction and controls the rope.

**Boardsailing:** Also called sailboarding, windsurfing; operating a nonmotorized, one-person sailing craft.

**Camp or camping:** A sustained experience which provides a creative, recreational, and educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth.

**Camp director:** The individual on the campsite who holds the primary overall responsibility of the administration of program operations and support services (business, food service, health services, maintenance). These responsibilities may be delegated to other staff and the supportive functions shared by or coordinated by the site manager when applicable.

**Camp staff:** Paid or unpaid staff hired, trained, and directly supervised by the camp who may be seasonal or year-round, full or part-time.

**Camper:** Generally refers to children, youth, and adults who participate in the camp experience.

**Certification:** As used in the Health Care and Aquatic standards denotes that the individual holds the appropriate level of certification, and that such certification is current (earned

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or recertified within the past three years). As used in the Program standards, indicates current instructor-level status from a nationally recognized certifying body or organization

**Counselor-in-training (CIT) or junior counselor:** Campers in leadership training programs.

**Counselor-support personnel:** Auxiliary camp staff to aid special-needs campers in daily living tasks. They generally do not have sole camper supervision responsibility and are often called aides or volunteers. They may be paid or unpaid.

**Day camp:** Sessions generally at least five days and may be much longer, operated and staffed by the camp. Camper goes home to parent or guardian each night, except for occasional overnight. It is principally oriented to providing such programming for children during school vacation periods. See also "camp."

**Documented training and experience:** Written evidence of competence in a leadership role. This may include records of previous leadership and/or training to instruct the activity, course completion certificates or cards, letters of reference, and/or written evaluation of previous successful leadership work.

**Drugs:** Includes all prescription medications as well as all over-the-counter drugs which are potentially hazardous if misused (e.g., aspirin, cold tablets, etc.).

**Emergency accessories:** Includes reflectors, fire extinguishers, or other supplies necessitated by weather conditions, such as shovels and blankets.

**Emergency exit:** Does not imply a particular structure or evacuation device, but means a quick, safe, accessible alternative exit. Windows with screening could be considered emergency exits if occupants are informed of procedures for exit and could easily and safely escape through them.

**Environmental hazards:** May include those related to weather, terrain, or other conditions such as the presence of animals, poisonous plants, etc.

**Equivalent certification:** Must be recognized by the certifying body as appropriate for the specific aquatic activity or other specialized areas. A list of approved courses is available through ACA.

**Family camp:** Sessions operated and staffed by the camp for parents and children as family groups. Parents and guardians are on-site and have frequent contact with and can make decisions on behalf of their children. Sessions may vary in length and could be part of a user-group's program.

**Food handlers:** Food-service staff and any campers or program staff who regularly prepare food in decentralized living units.

**General camp activities:** Those activities that do not require special technical skills, equipment, or safety regulations other than general ones that apply throughout the camp.

**Goal:** General statement about an organization and its programs that reflects the organization's purpose or mission statement; often written as broad statements that define the outcomes to be targeted.

**Gymnastics:** A sport that requires an individual to perform tumbling, handsprings, handstands, vaulting, and/or other acrobatic skills.

**Hand-washing facility:** A supply of soap and fresh water, suitable for washing. It does not necessarily imply running water and may include the availability of waterless hand-sanitizing products.

**Health care:** A general term that includes first aid, medication management, and provision of prescribed medical treatment and health practices as described in the health-care policy and procedures. It is more than mere treatment. Camp health care includes prevention and wellness practices.

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**Health-care administrator:** Refers to the person who coordinates all health-care functions and develops the health-care plan. This person generally sees that people delivering first aid or health care in camp have been appropriately trained, makes arrangements with external providers (e.g., physician, dentist, psychiatrist, clinician), and specifies how communication about health issues will occur. In some small camps, this may be the camp director. More commonly, this role is part of the camp nurse or physician's job description. If a camp has a different nurse or health-care provider each week, another staff member may fulfill the role of administrator, to provide continuity to the camp's health-care delivery system.

**Health-care provider:** Refers to the person with day-to-day responsibility to implement the camp's health-care plan. This includes providing individual health care, maintaining health records, administering medications, and collaborating with external health-care providers. This may be the same person as the administrator, or it may be someone different. Some camps may have multiple health-care providers, for short segments of time, throughout the operating season.

**Health history:** An annually updated record of one's past and present health status that is completed by the individual or by the parent/guardian if a minor.

**Health personnel:** Persons employed to perform health-related functions and duties and may include the health-care provider, doctors, nurses, first aiders, and other persons charged primarily with health and/or first-aid responsibilities.

**Health-care center:** A designated area for health care and supervision (sometimes called an infirmary) which provides shelter from the elements and has toilets and a water supply for drinking and cleaning available in or next to the facility for easy access.

**High Ropes:** Challenge-course activities that are located above ground and require a belay to insure the safety of the participants. Examples of high-ropes activities include ascending, descending, and traversing the course at the established height. Elements such as tree climbing, zip lines, and climbing walls may be ways to accomplish these activities. Support and safety during these activities are provided by using some type of belay, safety ropes, and wearing an appropriate helmet.

**Infectious waste:** Such things as syringes, needles, or dressings wet with body fluids or blood. The use of barriers (CPT-barrier masks or gloves), hand-washing, sanitizing procedures, and appropriate waste disposal should be considered in developing procedures in this area.

**Initiative Activities for Ropes Courses:** Activities that provide participants with opportunities to enhance problem solving, team work, trust, communication and other team building skills. These activities are usually conducted at ground level. If however, spotting is necessary these activities would be considered "adventure activities".

**In-service training:** Refers to training that occurs during the camp season while the camp is in operation.

**In loco parentis:** Legal term for the principle of being in place of the parent. It applies when the camp has supervisory responsibility for minors.

**Landlord:** Provider of a facility and basic services to groups. Has a duty to provide a reasonably safe facility and to provide information about which users may not have special knowledge. State laws may dictate specific responsibilities.

**Lifeguard or guard:** A staff member with the required certification to provide lifesaving and rescue skills in a specific water environment (i.e. pool, waterfront, surf, water park, etc.).

**Licensed medical provider:** Health care professionals that include licensed physicians, and in some states physician's assistants, and certified or certification-eligible nurse practitioners.



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**Lookout:** Sometimes called “watcher” or “observer,” may be any noncertified staff member assigned by and under the direct supervision of certified aquatic personnel, utilized in addition to certified persons to be additional “eyes” watching swimmers or boaters.

**Low ropes:** Low ropes encourage participants to traverse a course over established elements or props. Low-ropes activities typically involve such factors as strengthening, agility, balancing, team work, and problem solving. Examples of low-ropes activities include balancing on a low beam or walking across a pole, while holding a rope. Support and safety during these activities are provided by the use of spotters on activities above ground and, depending upon the activity, wearing an appropriate helmet.

**Man-made hazards:** May include public roads through camp property, construction activities on the campsite, abandoned wells, or other facilities on the site that may pose a risk.

**Medical care:** Refers to directives from a physician pertaining to the treatment of a given person’s injury, illness, or health concern. In some states, physician’s assistants and nurse practitioners may also be qualified to give medical care, under circumstances defined by state law. Medical care commonly includes administration of prescribed medication and practices which support recovery and/or maintenance of a person’s health.

**Natural hazards:** The presence on-site of cliffs, poisonous snakes, wild animals, or other conditions of nature that may pose a risk to humans.

**Noncertified instructional assistants:** Teaching assistants without current certification who are under the immediate supervision and direction of the certified instructor.

**Nonmedical religious camp:** Refers to a camp primarily serving persons who depend on spiritual means alone, through prayer, for prevention and healing of disease, in accordance with their religious beliefs. Because of this reliance upon faith rather than traditional medical intervention, participants object to physical examination, immunization, or medical treatment. The Christian Science Church is an example of such a religious group.

**Outcomes:** The results, impacts, or effects of something.

**Overnight/short trip:** Trips, field trips, excursions, overnights of two nights or less.

**Participants:** All persons involved in the camping operation including staff, campers, and groups.

**Personal watercraft:** A craft that uses an inboard motor powering a water jet pump as the primary source of power and which is designed to be operated by a person sitting, standing, or kneeling on rather than in the boat.

**PFD:** As used in these standards denotes a U.S. Coast Guard approved Type I, II, III, or V Personal Flotation Device (PFD).

**Pick-up and drop-off:** Refers to the camp picking up or returning a camper to his/her home or a central location.

**Pony rides:** Activities in which the horse or pony is led at a walk by a trained individual other than the rider, or the animal is controlled by a mechanical device that leads it at a walk. At no time is the rider expected or allowed to control the horse or pony. Usually the rider is lifted on and off the animal or mounts from a mounting platform.

**Primarily serves campers with special needs:** More than 50 percent of the campers enrolled for the camp season are special-needs campers. (See definition of special-needs campers.)

**Program activity:** An individual event, class, or instructional period occurring under staff leadership or supervision that provides opportunity for recreational or educational participation by campers.

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**Program personnel:** Camp staff directly involved in camp programming and camper supervision; may include such positions as unit supervisors, activity specialists, activity coordinators, and counselors.

**Qualified personnel:** An individual whose competency is affirmed by local statute or regulation (appropriately licensed, certified, etc.), or camp personnel/other persons who have training and experience in a specific area or field.

**Rental or lease programs:** Other camps, groups, or programs rent or lease the camp's facilities, and perhaps some services, to operate their own camping programs or retreats. The group may even be from within the camp's parent organization. Includes most troop and club campouts, youth weekend retreats, outdoor education run by other groups, or specialty programs that operate their session at the camp's facility. The camp may supply some staff and services, such as lifeguards and food service, but the primary responsibility for camper supervision and general programming is with the group. May be short or long sessions. The group utilizing the camp facilities and maintaining the responsibility for their program is called the User Group.

**Rescue equipment:** (In aquatics) Includes backboards, ring buoys, reaching devices, designated rescue boats, etc., appropriate to the activity.

**Resident camp:** Sessions are generally at least five days (four nights) and may be multiple weeks in length. Program is operated and staffed by the camp and supervision of individual campers is a camp responsibility. Campers stay overnight and camp is responsible for campers 24 hours a day.

**Seasonal staff:** May be paid employees or volunteers. Generally, seasonal staff are those not from the local area who work for a defined period of time and who rely on the camp health-care system as their first treatment in case of illness or injury. These standards *DO NOT APPLY* to staff who live in the local area and have established their own health-care options, even if those staff contribute to a seasonal program.

**Short-term residential programs run by the camp:** Sessions are generally three nights or less. Run and staffed primarily by the camp and include weekend retreats, short environmental programs, skill-training weekends, parent-child programs, etc. The camp staff is sometimes supplemented by adults from a participating group.

**Short-term staff:** Staff (paid or unpaid) who are contracted for two weeks or less, excluding the training period.

**Site without facilities:** Site that does not have buildings used for permanent sleeping quarters or substantial capital investment in structures.

**Small craft:** Recreational watercraft up to 26 feet in length, such as canoes, kayaks, sailboats, rowboats, ski boats, rafts, etc.

**Special medical needs:** Includes conditions which require special medications, practices, or treatments prescribed by a physician to maintain the individual's capability to participate in the camp program. Examples include chronic conditions such as epilepsy or insulin-dependent diabetes, illnesses such as cancer or AIDS, or physically disabling conditions such as spina bifida.

**Special-needs campers:** Campers with physical, medical, or behavioral characteristics who require additional assistance or supervision to participate fully or safely. Examples include campers with physical disabilities, emotional disturbances, learning disabilities, mental retardation, or medical conditions such as diabetes, cancer, and asthma.

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**Specialized program activity:** Activities whose safe conduct requires supervision by persons with the specialized training and experience to make judgments concerning equipment, procedures, and safety considerations. Examples of specialized activities include such programs as ropes courses, archery or other target sports, gymnastics, bicycling, motorized vehicles, etc.

**Specialized activity leader:** The persons providing direct, on-site leadership at any specialized program activity.

**Specialized activity supervisor:** An adult with certification or training and experience in a specialized activity. This person provides training and supervision to the specialized activity leaders.

**Spotting:** (Climbing) A technique used in climbing that monitors and helps prevent injury from possible falls. The spotter stands below the climber to redirect and minimize injury to the climber if a fall should occur.

**Staffed public facility or provider:** Facility not on the campsite, or vendors providing equipment and access to a program site or facility, with persons other than camp staff responsible for the site, equipment, and supervision of the activity. Staff may accompany a group and may assist with supervision of campers, but are not responsible for the supervision of the activity. Also includes the use of another camp's facility.

**Support personnel:** Those who provide services to the site other than activity programming and may include positions such as office work, maintenance, food service, aides or volunteers, or drivers.

**Treatment procedures:** Includes commonly accepted treatments, appropriate to the health-care provider's credentials, for minor illnesses or injuries and general first-aid guidelines. Also includes identification of points at which professional medical treatment or advice should be sought. Such procedures should be developed, revised, or reviewed by a licensed physician.

**Trip and travel camping programs:** Any program conducted or sponsored by the camp in which a group moves from one site to another for three nights or more. In backcountry and wilderness tripping, individuals move under their own power or by individually guided vehicle or animal (e.g., bicycle, canoe, horse). In travel camping, a group uses motorized transportation (e.g., van, bus, car, plane) to move from one site to another for experiences in different environments. Trip and travel programs are run as an extension of resident or day camp or may be an exclusive trip-and-travel camp..

**User group:** See rental or lease programs.

**User-group leaders or staff:** Leaders, chaperones, staff, volunteers, and supervisors provided by the user group. These persons are not directly supervised by the camp. The person in charge of the user group may have the title camp director or dean.

**Visitor:** An individual trained and certified by the American Camp Association to conduct accreditation visits in the ACA Accreditation Program.

**Watercraft:** All small craft (i.e., canoes, sailboats, rowboats, kayaks, etc.), paddleboats, personal watercraft, motorboats, and fishing boats.

**Watercraft activity:** Includes use of small craft (canoeing, sailing, rowing, kayaking, rafting, motorboating, etc.), as well as boardsailing, waterskiing, windsurfing, etc.

**Youth group:** For the purposes of the standards, a group with children under age 18 who are unaccompanied by a parent or guardian.

### Exemplary Ethical Practices for All Members of the American Camp Association

A Code of Ethics identifies those behaviors and attitudes the profession believes to be minimum acceptable commitments to the well being of others. It is not possible for a code to identify or include all such practices or concepts. The existence of a Code of Ethics cannot guarantee that all persons will behave in ways deemed ethical by all other persons. A code is built on a commitment to integrity, truthfulness, and fairness to all persons. To that end, the members of the American Camp Association agree, by their membership, to uphold the following:

1. I shall conduct myself in a manner consistent with the association's mission to serve organized camps, affiliated programs, and the public by promoting better camping for all.
2. I shall recognize my responsibility for the welfare of others in my care.
3. I shall abide by and comply with the relevant laws of the community.
4. I shall be a member in the proper ACA classification as currently defined by the ACA National Board of Directors; and I shall disclose my affiliation with ACA only in a manner specifically permitted by the association.
5. I shall speak for the association only when specifically authorized to do so and will otherwise make clear that my statements and actions are those of an individual member.
6. I shall respect the confidences of ACA members, camps, and other constituents within the camp community; however, I shall accept responsibility to pass on to the appropriate ACA official, information I deem reliable that will help protect the camp community against unethical practices by any individual.

### Exemplary Ethical Practices for Camp Owners, Directors, and Executives

The association recognizes the camp owner, director, and executive as the primary professional persons assuming the greatest responsibility for actual camp practices. Therefore, in addition to the Code of Ethics for all members, any member operating a camp accredited by or affiliated with the American Camp Association agrees to subscribe to the following:

7. I shall endeavor to provide an environment conducive to promoting and protecting the physical and emotional well being of the campers and staff.
8. I shall seek to instill in my staff and campers a reverence for the land and its waters and all living things, and an ecological conscience which reflects the conviction of individual responsibility for the health of that environment.
9. I shall follow equal opportunity practices in employment and camper enrollment.
10. I shall endeavor to employ persons based upon factors necessary to the performance of the job and the operation of the camp.
11. I shall be truthful and fair in securing and dealing with campers, parents/guardians, and staff.
12. I shall provide a written enrollment policy for all camper/family applicants including fees, payment schedules, discounts, dates of arrival and departure, together with a clearly stated refund policy.
13. I shall provide for each staff member a written job description and employment agreement including period of employment, compensation, benefits, and exceptions.
14. I shall promptly consult with parents or guardians of any camper or minor staff member as to the advisability of removing him/her from camp should it be clear that he/she is not benefiting from the camp experience or the camper's or minor staff member's actions have created this need.
15. I shall make arrangements with the parents or guardians for the return of their camper(s) or minor-age staff member(s).
16. I shall pay the correct national and section fees as established by the ACA National Board of Directors and the ACA Section Board of Directors.
17. I, or my agent, will promptly respond to any and all complaints received by me and make a good faith effort to resolve all such complaints in accordance with generally accepted good business practices and the ACA Code of Ethics.

Adopted 2/26/95; Revised 3/2/97, 2/25/00, 2/23/02 – ACA Council of Delegates



# Appendix B

## Annual Statement of Compliance



### Camp Accreditation

American Camp Association Accreditation describes the operation of the programs and services by an owner/director. This may be sought by a camp operating on its own property, on the property belonging to someone else, or by camps that rent/lease facilities to other groups who retain the responsibility for part or all of their own program. The visitation requires establishing compliance with standards related to the camp site, program, and operation, and it must occur while the camp is in full operation. Accreditation applies to all camp programs and services offered under the same camp name throughout the year, except for single day events.

To apply for or maintain accreditation, a legal representative must sign the statement of compliance annually, and must agree to an on-site visit as determined by the Section, but at least once every three years.

1. I hereby concur with the definition of camping as set forth by the American Camp Association:

Camping is a sustained experience which provides a creative educational and recreational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, social and spiritual growth.

2. I hereby confirm that the camp listed below is operating under the applicable federal, state, and local laws, codes and regulations, and that all required permits and licenses have been obtained.

The compliance with legal requirements of the jurisdictions within which a camp is located is the responsibility of the camp; enforcement is the responsibility of the appropriate government official. The American Camp Association does not consider itself a legal agency to enforce the law. Where the ACA Standard requires higher performance than the legal requirements, a camp must comply with the Standard to be accredited.

3. If continuing accreditation, I affirm that the camp continues to meet the standards verified by the visitors on the day of the visit.

4. I understand that accreditation may be withdrawn

- if false information is knowingly provided to the visitors or ACA section or national personnel; or
- if it is verified that compliance with mandatory standards is not being continually maintained; or
- if ACA has been notified by appropriate federal, state or local authorities that laws which significantly affect the health and safety of campers or staff have been violated, or ACA has documented reason to believe that such violations have occurred; or
- At the discretion of the ACA Section Board, following a Section Review and notification of the National Standards Commission (NSC) prior to such action being taken. The camp has the right of appeal to the NSC in the event of such action. The NSC has the final and absolute authority in such matters.

5. My camp has complied and will continue to comply with all of the applicable mandatory standards for accreditation. (Note: The mandatory standards are listed on the reverse side of this page.)

6. I affirm that I am willing to be held accountable for, and understand that my camp can lose its accreditation for violations of the Code of Ethics of the American Camp Association as revised February 2002.

As the legally authorized representative of Camp Number \_\_\_\_\_,

Camp Name \_\_\_\_\_

I do hereby affirm that we meet the requirements established in the Statement of Compliance above, and adhere to the mandatory standards for accreditation listed below. We wish to apply for or continue our camp accreditation.

Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Position \_\_\_\_\_

Please sign and return to:  
American Camp Association • 5000 State Road 67 North • Martinsville, IN 46151-7902 • fax 765.342.2065  
Forms may also be submitted online at [www.ACAcamps.org/soc](http://www.ACAcamps.org/soc)

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# Photo Credits

Appreciation is extended to the following for the use of the photos in this book:

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Tom Sawyer Camps (Altadena, CA): 89, 182, 189, 242, 294  
Wyonegonic Camps (Denmark, ME): 181  
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## **List of Changes to the ACA Accreditation Process Guide (2006).**

The following list indicates Standards to which revisions/corrections have been made. The initial revisions were posted in June 2007 with additional slight corrections made in September 2007. This version also includes Standards revisions voted on by the Council of Delegates in December 2007. There is an asterisk by the December revisions.

This document includes all pages to which revisions were made AS WELL AS THE “other side of the page” so the entire document can be printed front to back (e.g., changes were made to Standard SF-6 on page 49, we have included page 50 as well). This will allow you to simply pull out the old page in your *Accreditation Process Guide* (APG) and insert the new/revised page.

Some changes are minor word changes (which could still significantly impact the Standard) and are listed at the very end of this document. You are encouraged to write the changes directly into your APG.

### ***We encourage you to print these changes and include them in your APG.***

The format of the changes LOOK like your original APG and have the revision dates at the bottom of each page.

ONLY STANDARDS LISTED BELOW CONTAIN A REVISION!

**SF-2** CARE OF HAZARDOUS MATERIALS, p. 45, 46

**SF-6** ELECTRICAL EVALUATION, p. 49

**SF-12** FIRE EQUIPMENT EVALUATION, p. 50

**HW-2** HEALTH HISTORY, p. 94

**HW-6** HEALTH EXAM, p. 100

**HW-8** HEALTH SCREENING FOR RESIDENT CAMPS (Parts B & C have been combined), p. 102, 103

**HW-9** HEALTH INFORMATION REVIEW FOR DAY CAMPS (2nd bullet in original standard deleted as it was addressed elsewhere), p. 104

**OM-17** CAMPER SECURITY, p. 139

**\*OM-19** USER GROUP RESPONSIBILITIES, p. 142

**\*HR-4** STAFF SCREENING, pp. 149, 150

**PD-6** CAMP GOALS AND OUTCOMES, p. 177

**\*PD-23** ADDITIONAL FIREARM SAFETY, p. 195

**\*PD-24** PROTECTIVE HEADGEAR, p. 196

**PA-15** SWIM LIFEGUARD SKILLS, p. 219

**PA** Applicability box, p. 224

**PA-24** PERSONAL FLOTATION DEVICES (PFDs), p. 229

**PC-15** PROTECTIVE HEADGEAR, p. 255

**PH** Standards Applicability Box, p.262

**PH-1** PONY RIDES, p. 263

**PH-10** HORSE MEDICATIONS, p. 268

**PH-15** RIDER APPAREL, P. 273

**PT-13** TRAVEL CAMP PROCEDURES, p. 291

**PT-18** PERSONAL FLOTATION DEVICES (PFDs) IN WATERCRAFT ACTIVITIES, p. 297

**GLOSSARY** (complete glossary) pp. 299, 304

**INDEX** (complete index) pp. 307, 315

**ADDITIONAL CHANGES IN APG**—CHANGES FOR YOU TO NOTE IN YOUR APG

\* Revisions to Standards as of January 2008





## **ADDITIONAL CHANGES IN APG**

*The following changes are small and did not require a reprint of the entire page. We recommend you make the changes by hand in your APG.*

Add to mandatory Standards list (p. 34): PD-24B Activities involving motorized vehicles.

### **SF Section** (p. 48)

SF-5 Replace "and" with "or" to read:

Does the camp have on-site:

- The blueprints, charts, or written physical descriptions of locations of all electrical lines and cutoff points, gas lines and valves, and water cutoff points, or
- For a non-owned site, the written or posted telephone number of the individual or agency to contact in case of problems?                      YES   NO

### **TR Section** (p. 82)

TR-13 Remove from title "With Drivers" to read:

TR-13 LEASED, RENTED, OR CHARTERED VEHICLES

### **HW Section** (p.114)

HW-20 Change "Management" to "Administration" to read as:

HW-20 MEDICATION ADMINISTRATION

### **OM Section** (p. 129)

OM-5 Add to the DNA "under the current standards" to read:

Does not apply to camps that are being visited for the first time under the current standards.

### **HR Section** (p. 151)

HR-5 Delete from "Applies to" list the phrase "user-group programs" to read:

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

## **ADDITIONAL CHANGES IN APG** *continued*

### **PT Section** (P. 186)

Add "paintball" to the list of activities requiring injury-protection equipment (third bullet).

Applicability box p. 293, final sentence, Change "PT-18" to "PT-19" to read:

#### AQUATIC ACTIVITIES ON TRIP/TRAVEL PROGRAMS

Applies to swimming, canoeing, kayaking, sailing, tubing, rafting, snorkeling, and all other aquatic activities on trips conducted by camp staff AND those occurring at staffed public facilities or contracted service providers. If aquatic activities NEVER occur on trip/travel programs, Standards PT-15 through PT-19 DO NOT APPLY.

### **PH Section**

For PH-3 through PH-8 add: "Does not apply to pony rides".

Applicability box p. 269 Add "except pony rides" to read:

#### ALL RIDING ACTIVITIES IN AND OUT OF CAMP

Standards PH-11 through PH-17 are applicable to all riding activities (except pony rides), including riding activities provided or staffed by the camp AND those conducted at staffed public facilities. Accordingly, all camps should score Standards PH-11 through PH-17.

### **PC Section**

Opening section (p. 241) to read as:

For the purposes of these standards, adventure/challenge activities are those requiring spotting and/or a belay system. This category includes challenge and ropes course activities, spelunking/caving, climbing (walls or sites), rappelling (towers or sites), initiative activities (that require spotting), zip lines, and similar activities. The ACA Accreditation Standards Resource CD-ROM should be consulted for additional information on challenge-course activities.

### **PA Section** (p. 233 and 236)

PA-29B Remove from body of standard "bumper boats" to read:

PA-29B: Written evidence of regular checks and maintenance of ski boats, personal watercraft (jet skis), powered sailboats, and other motorized watercraft? YES NO

PA-32 Delete from "Applies to" list the phrase "user-group programs" to read:

Applies to:

- Day camps
- Resident camps
- Short-term resident programs